

# PER CAPITA GRANT GUIDELINES FY2007

## Bureau of Emergency Medical Services Division of Health Systems Information, Utah Department of Health

### Introduction

The Legislature established the EMS grants program for the purpose of improving the statewide delivery of emergency medical services. This program is administered by the Bureau of Emergency Medical Services, Utah Department of Health, with Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process. Careful adherence to these guidelines will assist the Department in allocating grant resources.

### **FY2007 Per Capita Grant Application Process**

During fiscal year 2006–2007 (FY2007), the Utah Department of Health, will distribute approximately \$1,100,000 to per capita grant applicants. **Grantees shall be limited to licensed EMS providers, designated dispatch agencies and designated first response agencies of local or state government or incorporated non-profit entities actively providing emergency medical care in the State of Utah and are in compliance with the EMS Systems Act and all EMS rules. For-profit licensed agencies that are the primary Emergency Medical Services for a service area are eligible.** Application forms are available on line at the Bureau website, <http://health.utah.gov/ems/grants/>, or by calling the Bureau of EMS, telephone number 801-538-6286 or 800-284-1131. **Incorporated non-profit entities must be registered with the Department of Commerce.** Grants awarded will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2006, and terminate June 30, 2007. All grant funds unexpended at that time will revert to the Department for future reallocation. **The deadline for reimbursement requests is July 15, 2007.**

The schedule for the application process is as follows:

Completed application forms (two originals) should be delivered to the Salt Lake Office of the Bureau of EMS, no later than 5:00 p.m., January 13, 2006. If you desire to mail your application, it will be accepted as long as it has a postmark no later than January 13, 2006. **EMS Bureau staff consultants will not accept grant applications outside of the office.** Applications must be filled out completely. Incomplete applications may be rejected by the EMS Bureau and returned to the applicant. **IF YOU ARE APPLYING FOR A COMPETITIVE GRANT ALSO, THE SAME APPLICATION FORM SHOULD BE USED.**

DATE (2006)	SCHEDULE SUMMARY
January 13, 2006	Deadline for Submission of grants or post marked January 13, 2006.
During April, May and June	EMS Bureau will prepare and process grants.
June 30, 2006	End of FY2006 grant period.
July 1, 2006	Beginning of FY2007 grant period.
July 15, 2007	Deadline for submission of FY2006 grant reimbursement requests.

### **Special Conditions**

The Bureau will reimburse agencies for expenditures specifically related to the provision of Emergency Medical Services. A vendor invoice along with the Bureau Reimbursement Request form must accompany a request for reimbursement. No matching funds are required. Per capita funds may be used as the match for competitive grants.

### **Agency Roster**

In order to determine the per capita funds for each qualifying agency, an **accurate** agency roster of all dispatchers, EMT-Basic, EMT-Intermediate, EMT-Intermediate Advanced and Paramedic personnel as of January 1, 2006, is required. To assist you, you should have received a computer printout generated from the Bureau database. Please check the names against your active personnel and cross off or add names as appropriate. **RETURN THE ORIGINAL BUREAU LIST WITH CORRECTIONS. Sign** and return the roster to the Bureau by January 13, 2006 (or post marked by January 13, 2006). If you did not receive a computer printout, the information we will need is: Name of personnel; EMS number; level of certification; expiration date of certification; and the signature of the agency supervisor attesting that the list is correct to the best of his/her knowledge.

Per capita allocation is determined by the following:

- (a) County populations as a percentage of state population.
- (b) Number of EMS state certified personnel in each provider agency actively involved in the provision of emergency medical services.
- (c) The level of certification of each of the EMS personnel, with weighting factors as follows:
  - EMD = 1 point
  - EMT-B = 2 points
  - EMT-Intermediate and EMT-Intermediate Advanced = 3 points
  - Paramedic = 4 points

**Certified personnel will receive per capita funding for only one agency per county.**  
**Agencies that cover multiple counties will receive points for their personnel from the county where the certified person lives.**

**IF YOU NEGLECT TO RETURN YOUR ROSTER BY January 13, 2006, (or post marked January 13, 2006), YOUR AGENCY WILL NOT BE ELIGIBLE FOR PER CAPITA GRANT FUNDING!**

### **Grant Proposal Preparation Assistance or Questions**

We recognize there may be many questions regarding the grants program. It is the desire of the Bureau of EMS and the State EMS Committee that the guidelines be as simple and easy to accomplish as possible. We strongly encourage you to contact the regional consultant in your area; or Leslie Johnson at 801-538-6292, email [lesliejohnson@utah.gov](mailto:lesliejohnson@utah.gov); or Irene Petrogeorge at 801-538-6286, e-mail [ikpetrogeorge@utah.gov](mailto:ikpetrogeorge@utah.gov). Regional Consultants can be reached at: Tami Goodin, 801-538-6791 or [tmacdonald@utah.gov](mailto:tmacdonald@utah.gov); Christine Warren, 801-538-6285 or [christinewarren@utah.gov](mailto:christinewarren@utah.gov); Dan Camp: 801-538-6280 or [dcamp@utah.gov](mailto:dcamp@utah.gov); or Dennis Bang, 801-538-6281 or [dbang@utah.gov](mailto:dbang@utah.gov).

ALL GRANT APPLICATIONS ARE AVAILABLE on the bureau website: <http://health.utah.gov/ems/>.